

From: Good, Gena
To: [Luetke, Melinda](#)
Cc: [Gena Good](#); [R6HarveyInfo](#)
Subject: M6H1 – Harvey Response- Bravo Branch - Documentation Retainage
Date: Thursday, September 14, 2017 2:29:21 PM

Good Afternoon,

In reference to Documentation collection and retention please follow below listed protocol.

- Any original document produced out of the Bravo Branch label with UIC code for the corresponding team and send hard copy to ICP to for processing
- Any exact duplicate documents can be sent to ICP and listed as exact duplicate for processing
- Copies of original with any decision or direction notes listed must be retained. Please list Your UIC code, Your Name and Date on the document
- Please send all original ICS and Response Manager Forms including but not limited to 214Bs, NDOWs, 221s and 213 RRs
- Scans can be sent prior to dropping off/shipping to ICP. Contact myself for instructions on sending scans

If you have any further questions, please let me know and I will address.

Regards,

Gena Good

Weston Solutions, Inc.

43 N. Main Street

Concord, NH 03301

603.661.6243 – Cell

603-656-5441 – Direct Line

g.good@westonsolutions.com

CONFIDENTIALITY: This email and attachments may contain information which is confidential and proprietary. Disclosure or use of any such confidential or proprietary information without the written permission of Weston Solutions, Inc. is strictly prohibited. If you received this email in error, please notify the sender by return e-mail and delete this email

from your system. Thank you.